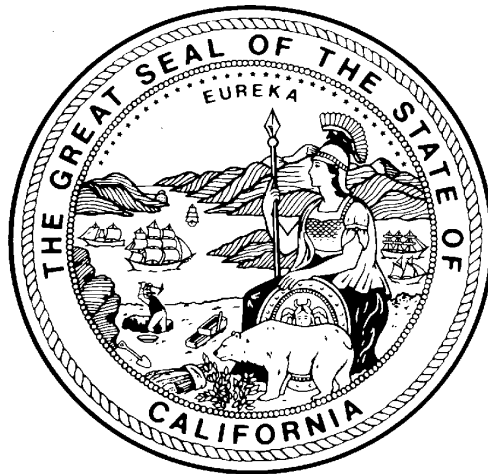


STATE OF CALIFORNIA

YOUTH ACTIVITIES PORTION
OF THE STATE FIVE YEAR STRATEGIC PLAN FOR
TITLE I OF THE
WORKFORCE INVESTMENT ACT OF 1998
AND
WAGNER-PEYSER ACT

JANUARY 1, 2000



**ABBREVIATED
Youth Activities Portion
of the
Strategic Five-Year Plan
For Title I
of the
Workforce Investment Act of 1998**

California is submitting an abbreviated youth plan as outlined in the Department of Labor (DOL) Field Memorandum 52-99 to ensure access to youth funds for the period April 1 through June 30, 2000. California is committed to moving from State and local strategies under the Job Training Partnership Act, which focused on summer job programs, to a coordinated system that will provide a comprehensive array of youth services.

Realizing the importance of comprehensive youth services, California has identified a strategic goal that focuses on strengthening and improving youth programs. The goal of *California's Workforce Investment System is to provide youth with the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.*

To develop this abbreviated youth plan, a team of State, local, and federal representatives was formed. This team included a cross-section of youth program providers, as shown in *Attachment 1*. In drafting this plan, the team was very sensitive to the diverse needs of California's youth.

In preparation for developing the abbreviated youth plan, Chief Elected Officials were notified of the opportunity to secure advance workforce investment youth activity funds via a Job Training Partnership Act Information Bulletin, B99-31, dated October 12, 1999. The Information Bulletin transmitted the Notice of Intent - Provision of Transitional Youth Activities and Conditions and Assurances. This document was to be submitted and signed by the Chief Elected Official or a designee. See *Attachment 2*.

III. ASSESSMENT

B.1.d.i. Describe the methods and factors (including weights assigned to each factor) your State will use to distribute funds to local areas for youth funds pursuant to Sections 128(b)(3)(B). Describe how the allocation methods and factors help ensure that funds are distributed equitably throughout your State and that there will be no significant shifts in funding levels to a local area on a year-to-year basis. [Sections 112(b)(12)(B), 128(b)(3)(B), 133(b)(3)(B)].

California expects to use the standard allocation method for distributing youth funds to the Local Workforce Investment Areas for program year 2000. This method contains the same factors currently used for Job Training Partnership Act allocations. This is the most equitable method as it distributes funding to local areas based on key local

conditions related to unemployed and economically disadvantaged individuals in a local area.

B.1.e. Describe the competitive and noncompetitive processes that will be used at the State level to award grants and contracts for activities under Title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts. [Section 112(b)(16)].

Youth program funding will be allocated by formula to local workforce investment areas for the April 1, 2000 – June 30, 2000, quarter. When the State submits its five-year strategic plan, it will contain specific information regarding the State competitive processes.

B.1.f. Identify the criteria to be used by local Boards in awarding grants for youth activities, including criteria used by the Governor and local Boards to identify effective and ineffective youth activities and providers. [Section 112(b)(18)(B)].

Applications from local providers of youth services shall be solicited and selected by the local Youth Council using a competitive process. The Youth Council will make recommendations for possible grant awardees to the Local Workforce Investment Board (Local Board), who will provide final approval for the awarding of contracts. Each Local Board will establish procedures for competitive awards in compliance with federal, State, and local procurement policies.

To ensure high standards for both employer and client customer satisfaction levels, service providers will have to demonstrate their ability to provide and coordinate comprehensive services as outlined in Section 129(c)(2)(A-J). Demonstration will be accomplished by the ability to obtain, track, measure, and report the performance data required by the Workforce Investment Act (WIA) core indicators for youth activities.

The criteria established by the State to be used by Local Boards are:

- A process to conduct skills and needs assessments which will assist in identifying objectives which include individual service strategies that prepare youth for secondary, post-secondary, or vocational education opportunities.
- The ability to provide follow-up services for 12 months.
- Proof of coordination and collaboration with local secondary and post-secondary programs.
- Proof of prior experience working with disadvantaged, special populations, and diverse demographic youth groups, including those youth involved with the criminal justice system.
- Proof of prior experience operating education, training, and employment programs for youth.
- Plans to leverage funding with other youth funding sources.
- Demonstration of sound fiscal responsibility.
- Proof of collaboration with profit, nonprofit, public and private youth providers, as well as employers within the community.

- Identification of connections to intermediary organizations linked to the job market and employers.
- Innovative youth program design.
- Connection with the local One-Stop Career Centers.
- Safe and easily accessible locations that comply with the Americans with Disabilities Act.

The DOL has not finalized the youth performance measures. California may have limited baseline data to assist in identifying minimum levels of performance. These circumstances make it difficult for California to establish minimum required performance standards for youth providers at the time of submission of this abbreviated plan.

The State will require assurances from youth service providers that include:

- A commitment to collect necessary data.
- Reporting on WIA-required performance measures according to standardized methodologies when they are final.
- The capacity to adhere to any required minimum levels of performance.

When DOL finalizes the youth measures and the necessary data are available, California will be in a better position to identify appropriate youth provider performance levels, including whether separate performance criteria will be used for providers of service to youth who have special needs.

The Local Board, in conjunction with its Youth Council, is required to determine the most appropriate activities and programs to address the needs of their local youth population. Each Local Board is required to specify criteria in its strategic plan to help identify effective youth providers. The Local Board, when identifying effective and ineffective youth activities and providers, will consider whether providers can:

- Meet performance levels as negotiated with the State.
- Include parents in determining customer satisfaction with services for youth age 14-18.
- Involve family members in determining service needs.
- Develop relationships between youth and mentoring adults.
- Provide strong case management to track program outcomes.
- Provide a high level of advocacy and support to minimize barriers to youth success.
- Assist clients with the skills to be self-sufficient.
- Maintain fiscal responsibility in their organization and provide services for youth at a cost per client to be determined by the Local Board.
- Demonstrate prior successes in providing employment and training services to youth by securing and encouraging involvement of local business and the employer community.

- Provide comprehensive guidance and counseling.
- Provide accommodations for special-needs populations.
- Provide outreach services to school dropouts and out-of-school youth.
- Establish high expectations.

If the Local Board determines that a service provider does not meet performance levels after finalizing the contract, the provider will be given the opportunity to identify problems and solutions and to improve performance within a specified period. When poor performance is identified and is not corrected, the State plans to provide technical assistance, require a corrective action plan and effective implementation of that plan. The contract may be suspended if, after a reasonable amount of time, the corrective action plan has not been carried out.

B.1.g. If you did not delegate this responsibility to Local Boards, provide your State's definition regarding the sixth youth eligibility criterion at Section 101(13)(C)(vi).

The State delegates the responsibility of defining the sixth youth eligibility criterion to each Local Board in coordination with its Youth Council. The State suggests that Local Boards consider the following elements in defining this criterion:

- Deficient in occupational skills
- Disabled
- Deficient in English
- Identified as "at risk" by the local education agency

IV. STRATEGIES FOR IMPROVEMENT

B.14. Describe your State's strategy for providing comprehensive services to eligible youth, including any coordination with foster care, education, welfare, and other relevant resources. Include any State requirements and activities to assist youth who have special needs or barriers to employment, including those who are pregnant, parenting, or have disabilities. Describe how coordination with Job Corps, youth opportunity grants, and other youth programs will occur. [Section 112(b)(18)].

The Local Board, in partnership with its Youth Council, will develop and enhance relationships with local agencies and service providers to ensure that necessary services are available to eligible youth. Coordination with foster care, education, welfare, and other relevant resources will be monitored through State review. The Local Board, in conjunction with the Local Elected Official, is encouraged to appoint a comprehensive array of representatives from local youth service providers, parents, supportive service organizations, and other interested parties to the local Youth Council.

California plans to establish a special committee of the State Board to focus on youth issues. The State Youth Committee (Committee) will provide guidance and oversight to local Youth Councils and make recommendations to the State Board to ensure the attainment of the State's comprehensive youth services objectives. Entities providing youth services at the local level will be represented on the Committee. This creates a forum for information exchange and establishing State coordination strategies.

The Committee will provide leadership by advocating for California's youth. The Committee will take a leadership role in recommending reduction of legislative and regulatory barriers and by developing policies to improve the alignment of partnering programs. The Committee will foster communication between the State Board and Local Boards to ensure local youth programs conform to the Governor's priorities for workforce preparation programs. The Committee will be responsible for providing technical assistance, a catalog of resources and programs available to assist local planning, and recommending to the State Board the establishment of a minimum level of staff capacity.

Through improved youth programs that strengthen linkages between academic and occupational learning and other youth development activities, California's workforce investment system will provide youth with opportunities to achieve career goals. This will enable them to successfully compete in the labor market. California requires that the Local Boards identify and contract, using a competitive process, with eligible youth activity providers recommended by the Youth Council. The Local Board will enter into cooperative agreements with providers of foster care, education, welfare, the youth justice system, and other relevant resources.

The Local Board is responsible for providing information on youth activities to the public. The State Board will require the Local Board in its local plan to advise how this information is being made available.

The Local Board, in coordination with its Youth Council, is responsible for:

- Providing comprehensive services to meet the needs of local youth.
- Eliminating the duplication of services.
- Maximizing resources by coordinating and collaborating with local schools and other agencies such as family resource and youth service centers, foster care, juvenile justice, law enforcement, disability services, Indian and Native American programs, Migrant and Seasonal Farmworker programs, and the California Conservation Corps.
- Assisting youth that have special needs or barriers to employment, including those youth who are pregnant, parenting, or have disabilities.
- Developing linkages with One-Stop Career Centers, Job Corps, youth opportunity grants, School-to-Career, and other youth programs.

B.15. Describe how your State will, in general, meet the Act's provisions regarding youth program design. In particular, discuss the following:

- *Preparation for postsecondary educational opportunities;*
- *Strong linkages between academic and occupational learning;*
- *Preparation for unsubsidized employment opportunities;*
- *Effective linkages with intermediaries with strong employer connections;*
- *Alternative secondary school services;*
- *Summer employment opportunities;*
- *Paid and unpaid work experiences;*

- *Occupational skill training;*
- *Leadership development opportunities;*
- *Comprehensive guidance and counseling;*
- *Supportive services; and*
- *Follow-up services. [Sections 112(b)(18), 129(c)].*

The Local Board is the most appropriate entity to determine which activities are appropriate for funding. The Local Board in conjunction with its Youth Council will specify in the strategic local plan how they will develop and deliver a comprehensive system. At a minimum, each Local Board will ensure that the local plan includes the following:

- A full description of the program design and elements as listed in Section 129c(1)(2)(a-j).
- How follow-up services will be delivered for a minimum of 12 months.
- A description of how youth services are connected to School-to-Career (School-to-Work) systems.
- Identification of other in-school youth initiatives that incorporate opportunities for work-based and school-based learning experiences and activities.
- A description of ways to connect in-school youth to school-based service programs.
- Identification of out-of-school youth initiatives that integrate California's framework for academic standards and work-based learning experiences.
- A description of how youth services are connected to One-Stop Career Centers.
- A description of how the Local Workforce Investment Area will meet the requirement that youth participants under the age of 18, who are required to be but are not attending school and who have not attained a high school diploma, high school proficiency, or GED, shall be re-enrolled in and attend school. Acceptable school programs may be offered through an alternative high school, an alternative course of study, or a high school equivalency program.

Local flexibility is the key to a successful youth program design. This flexibility is critical to meeting the workforce development and economic development needs of the local areas. This flexibility will also assist the State in meeting its workforce investment priorities.

V. ASSURANCES

The State assures that it will establish, in accordance with section 184 of WIA, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the State through the allotments made under Sections 127 and 132. [Section 112(b)(11)].

The State assures that the youth funds received under WIA will be distributed equitably throughout the State, and that no local areas will suffer significant shifts in funding from year to year during the period covered by this plan. [Section 112(b)(12)(B)].

The State assures that it will comply with the confidentiality requirements of Section 136(f)(3).

The State assures that no funds received under WIA will be used to assist, promote, or deter union organizing. [Section 181(b)(7)].

The State assures that it will comply with the nondiscrimination provisions of Section 188, including an assurance that a Methods of Administration has been developed and implemented. [Section 188]

The State assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of Section 188. [Section 185]

The State assures that it will comply with the grant procedures prescribed by the Secretary (pursuant to the authority at Section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act. The procedures and agreements will be provided to the State by the Employment Training Administration (ETA) Office of Grants and Contracts Management and will specify the required terms and conditions and assurances and certifications, including but not limited, to the following:

- General Administrative Requirements:
 - Title 29 Code of Federal Regulations (CFR) Part 97 – Uniform Administrative Requirements for State and Local Governments (as amended by the Act)
 - Title 29 CFR Part 96 (as amended by Office of Management and Budget (OMB) Circular A-133) Single Audit Act
- Assurances and Certifications:
 - SF 424 B- Assurances for Nondiscrimination Programs
 - Title 29 CFR Part 31, 32 – Nondiscrimination and Equal Opportunity Assurance (and regulation)
 - CFR Part 93 – Certification Regarding Lobbying (and regulation)
 - Title 29 CFR – Part 98 – Drug Free Workplace and Debarment and Suspension Certifications (and regulation)
- Special Clauses/provisions:
 - Other special assurances or provisions as may be required under federal law policy, including specific appropriations legislation, the Workforce Investment Act, or subsequent Executive or Congressional mandates.

The State has developed this Plan in consultation with local elected officials, local workforce boards, the business community, labor organizations, and other partners.

The State assures that it will comply with Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the American's with Disabilities Act of 1990 (42 USC 12101 et seq.)

The State assures that funds will be spent in accordance with the Workforce Investment Act and the Wagner-Peyser Act legislation, regulations, written Department of Labor Guidance, and all other applicable federal and State laws.

ATTACHMENT 1
(Abbreviated Youth Activities Strategic Five-Year Plan)

Youth Work Group Roster

Name & Title & Email	Organization	Mailing Address	Phone/Fax
Gary Adams Gadams@cccco.edu	CA Community Colleges Chancellor's Office	1102 Q Street, 3 rd Floor Sacramento, CA 95814-6511	(916)445-6429 (916) 327-5494 (secty) (916) 322-3861 (fax)
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Nick Caporusso	CA Youth Authority	NA Chaderjian High School NA Chaderjian Youth Correctional Facility P.O. Box 213014 Stockton, CA 95213	(209)944-6444 ext. 6760 (209)944-6167
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Youth Work Group Roster

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Youth Work Group Roster

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Linda Slayton lslayton@cde.ca.gov	CA Dept. of Education	616 J Street, Suite 300 Sacramento CA 95814	(916)327-6367 (AI Twelridge 327-5711) (916)323-2597
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Terry Tatum , Director pttd1@co.merced.ca.us	Merced CO PIC	1880 West Wardrobe Avenue Merced 95340	(209)385-7324 ext. 2001 (209)725-3592
Anthony Vela	Job Corp Region	71 Stevenson St., Ste#1015 San Francisco, CA 94105	(415)975-4696 (415)975-4715
Sue Bristow Sbristow@edd.ca.gov	CA Office of Workforce Investment Youth Team Coordinators	800 Capitol Mall, MIC 45 Sacramento, CA 95814	(916)657-1667 (916)653-7875
Martha Overman moverman@edd.ca.gov	COWI YTC	800 Capitol Mall, MIC 45 Sacramento, CA 95814	(916)654-7765 (916)653-7875



State of California
Workforce Investment Act of 1998 Implementation
Notice of Intent – Provision of Transitional Youth Activities

I. Proposed Local Workforce Investment Area and Contact Information

- a. Identify the proposed local area

- b. Administrative contact name, title, phone number, fax and e-mail

II. Does your Area plan on offering Workforce Investment Act (WIA) allowable youth activity(ies) during the transitional period of April 1 to June 30, 2000?

☐ Yes ☐ No

III. If you answered yes to II, provide a brief description of the activities, which your area plans to offer:

Conditions and Assurances for Receipt of Funding

The following conditions must be met by March 31, 2000, in order for a local area to access these advance WIA Youth funds on April 1, 2000:

1. The State's Abbreviated Transition Plan for Youth Activities must be approved by the Department of Labor.
2. The local area must submit and receive approval by the State of its complete local plan, including its youth components and any waivers requested by the Area, as well as submit its request for certification of its local workforce investment board by March 1, 2000.

Additionally, local areas assure the following WIA requirements will be met during this transitional youth service period:

1. Apply the WIA youth eligibility requirements so that only eligible youth (Section 129 of the WIA) are served with these funds.
2. Provide summer employment opportunities as part of a comprehensive service strategy which includes the ten (10) youth program elements required by WIA. Provide follow-up services to youth enrolled during this transition period (April 1-June 30, 2000) when they complete program services as is required for all WIA participants.
3. Apply the WIA definition of out-of-school youth which excludes youth in alternative schools. Initiate necessary planning to ensure that the WIA requirement of not less than 30 percent of the youth funding being spent on out-of-school youth is met.
4. Track and report these youth participants for inclusion in the data used to determine performance for the youth performance indicators.

Local Area Signature

If not signed by the chief elected official for the local area, the individual signing below assures that the intent provided as part of this notice is being made with the full concurrence of this Official.

Signature

Date

Printed Name and Title

Please submit the completed Notice of Intent by October 31, 1999, to:

California Office of Workforce Investment
800 Capitol Mall, MIC 45
Sacramento, CA 95814